

15-8063

OGC Has Reviewed

~~SECRET~~

Claims - 1

ATTENTION: Finance Division, Payroll Section  
Mr. [ ] 25X1A9A  
Office of General Counsel

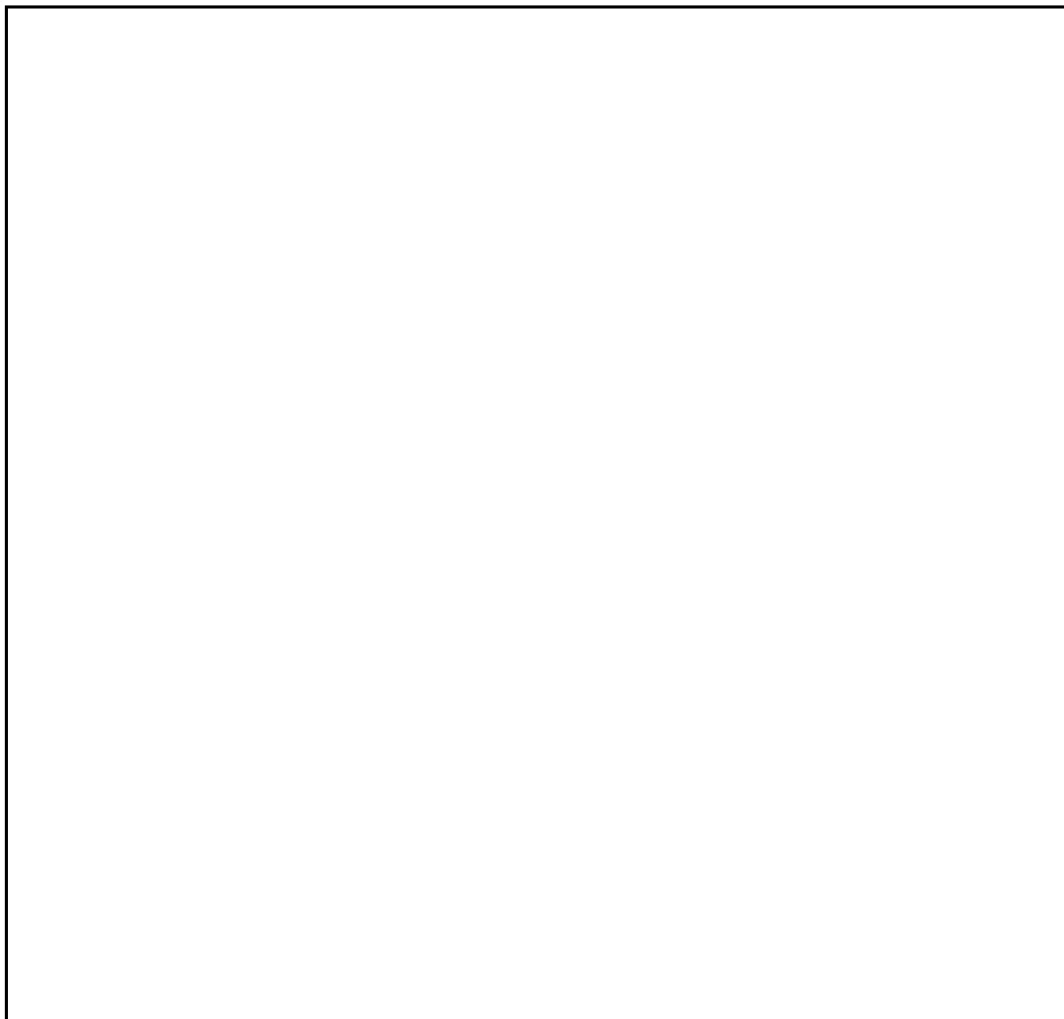
20 April 1954

Review by this Office of Letters of Ex-employees  
of this Agency Still Indebted to the Government

1. I have finished the review of a considerable number of letters emanating from your office to various persons who once were in the employ of this Agency and still appear to owe it varying amounts of money. Although these letters were accompanied by no memorandum requesting an opinion from this office, I am apprised that they are here pursuant to a previous expression of an opinion by a member of this office to the Chief, Finance Division, that such letters should be reviewed here before leaving the Agency.
2. We perceive no legal objection to any of the letters. However, we have the following thoughts, generally of an administrative nature, in connection with them.
3. Most of the letters indicate that prototypes previously have been sent and not answered by addressees. We are told that these letters are not always sent Registered Mail-Return Receipt Requested. We suggest that Registered Mail-Return Receipt Requested be used in all letters of this kind -- this to the end of determining whether or not, in a given instance, you are actually in touch with the addressee.
4. One of the letters lists, as part of the statement of the indebtedness of the Government, an amount owed the CIA Federal Credit Union. Your office is not authorized to act as a collecting agency for the Credit Union. An indebtedness of a member of the Credit Union to the Credit Union is the concern of those two parties only. It is not a matter of concern to the Government. And we suggest that, hereafter, items of indebtedness to the Credit Union be not listed along with, or as part of, an ex-employee's indebtedness to the United States.
5. As regards certain small administrative details in the choice of the letters. Payroll change notices should not be sent along with them. Nor do we consider it necessary to detail the arithmetical process by which the amount of an indebtedness is computed. Finally, as a matter of policy, we deem it appropriate always to request a remission of the full amount due, not a payment plan. Along this general line of context, we enclose four sample letters which we believe can serve as models for correspondence in cases similar to the majority of those here under discussion.

**SECRET**

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7. The letters and accompanying files are returned.

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Office of General Counsel

**Attachments**

OGC:HF:afb

cc: Subject ✓  
Signer  
Chrono

**SECRET**